

TITLE, SERIES, GRADE: HUMAN RESOURCES SPECIALIST, GS-0201-9/11

SALARY RANGE: \$38,936.00 - \$61,248.00

TYPE OF APPOINTMENT: Permanent Full-time

PROMOTION POTENTIAL: GS-11

VACANCY ANNOUNCEMENT NUMBER: 03-NH-04

OPENING DATE: 10-24-2003 **CLOSING DATE:** 11-7-2003

DUTY LOCATION(S): United States Attorney's Office, Concord, New Hampshire

NUMBER OF VACANCIES: One (1) Position

CONTACT: Linda McAllister

Phone #:(603)225-1552

TDD #:(603)226-7721

Send your application package to: Linda McAllister, Deputy Administrative Officer, U.S. Attorney's Office, District of New Hampshire, 55 Pleasant Street, Concord, N.H. 03301

Applications must be received or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimile will not be considered.

WHO MAY APPLY: Government-wide (All) - Permanent competitive service employees in the Federal government, reinstatement eligibles, and persons eligible for non-competitive appointment under a special hiring authority (See #7 of this advertisement). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing 3 years or more of continuous active service may apply. Well-qualified surplus and displaced employees (CTAP and ICTAP) in the local commuting area also may apply.

DUTIES: Provides a variety of human resources management services in two or more of the following functional areas: recruitment and placement, position classification, employee relations and performance management, employee benefits, pay and leave administration. Assignments include both day-to-day case processing, advice and assistance to management and staff, and special projects and studies. Prepares vacancy announcements. Manages personnel records to ensure accurate processing of personnel actions. Provides assistance to employees, and managers in the administration of Federal benefits. Performs periodic training needs assessments, analyzes training programs, seminars and course for District employees. Performs positions analysis to determine position requirements and utilized most efficient techniques to fill vacancies and to meet personnel goals of the organizations. Researches particular topics and issues in law,

regulation, Department of Justice (DOJ) and EOUSA procedures, and provides findings to supervisor and management officials.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. QUALIFICATION REQUIREMENTS - For GS-9 level, candidates must have at least 52 weeks of specialized experience equivalent to the GS-7 level; OR master's or equivalent graduate degree; OR 2 full years of progressively higher level graduate education leading to such a degree; OR LL.B or J.D., if related. At the GS-11 level, candidates must have at least 52 weeks of specialized experience equivalent to the GS-9 level; OR Ph.D. or equivalent doctoral degree; OR 3 full years of progressively higher level graduate education leading to such a degree OR LL.M., if related. Specialized experience is that which equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position.

Applicants must meet all requirements, including time-in-grade, no later than 30 days after the closing date of the vacancy announcement, and before placement in the position.

2. EVALUATION METHOD - A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

- A) Knowledge of Federal Personnel laws, rules and regulations.
- B) Skill in interpreting and applying a wide range of personnel rules, regulations, policies and procedures.
- C) Ability to establish priorities and to adjust and respond to changing issues, requirements and situations.
- D) Ability to independently plan, organize and accomplish assignment of varying scope and complexity.
- E) Ability to communicate orally and in writing.

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

Applicants must indicate the grade level(s) for which they are applying, if the position is advertised at more than one grade. If not specified, applicants will be considered for only the highest grade qualified.

3. HOW TO APPLY - Submit the following documents:

--Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis.

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only).

4. ICTAP AND/OR CTAP CANDIDATES - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing current position, grade level, promotion potential, and duty location.

5. VETERANS' PREFERENCE - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration dated within the last twelve (12) months certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation.

6. AGENCY REQUIREMENTS AND INFORMATION - Applications must be received or postmarked no later than the deadline date indicated on this announcement. Relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if you are eligible for a non-competitive appointment, such as those authorized for the severely disabled; certain veterans and disabled veterans; former ACTION volunteers; present and former Peace Corps personnel. Please indicate the type of special appointment you are seeking, if any, on your application. Appropriate documentation to support eligibility is required.